



### ***Mission Statement***

***The North Carolina Law Enforcement Torch Run conducts year-round fundraising and public awareness events in support of Special Olympics North Carolina by managing, promoting, and coordinating North Carolina Law Enforcement Torch Run activities throughout North Carolina. Those involved in the North Carolina Law Enforcement Torch Run serve as the guardians of the eternal 'Flame of Hope' and dedicate themselves to the purpose of supporting North Carolina's Special Olympics athletes, who through their involvement in Special Olympics, show the community the true meaning of sport and that there are no limits to human potential.***

### **Membership**

Any member of a law enforcement or corrections agency - active or retired, sworn or non-sworn - may be a member of the North Carolina Law Enforcement Torch Run Council. The term of service is two years with no term limit. Membership may be reappointed at the end of a two-year term at the discretion of the Torch Run Director(s). Membership is voluntary and members may serve as long as they are qualified to do so.

NC LETR Council members are volunteers and are appointed by the Torch Run Director(s). The Torch Run Director is responsible for seeing that there is a cross section of agencies represented on the council, including but not limited to Police Departments, Sheriff's Offices and all state law enforcement agencies. Geographical diversification should also be monitored and strived for in the membership.

The NC LETR Council should be comprised of at least seven (7) and not more than seventeen (17) members.

### ***Responsibilities of NC Law Enforcement Torch Run® Council Members Include:***

- Active members of Torch Run program in their department or agency.
- No specific terms. They serve at the discretion of the Torch Run Council.
- Carry out the purpose of the NC LETR for Special Olympics by fostering a spirit of cooperation between the Special Olympics staff and local law enforcement with the focus of raising funds and awareness for Special Olympics North Carolina.
- Follow policies and procedures set forth by the Special Olympics Inc. General Rules, the Special Olympics North Carolina Operating Policies and the International Law Enforcement Torch Run Council.
- Volunteer at no less than 2 state level SONC events and as many local events in their respective community/region as possible.
- Act as ambassadors for the Torch Run by encouraging others in the law enforcement

and corrections community to become involved in or increase their commitment to the NC Law Enforcement Torch Run.

- Actively seek a formal affiliation between the NC LETR and any law enforcement or corrections organization in North Carolina.
- Assist in setting annual Goals and Objectives for the Torch Run Council to be reviewed on a regular schedule.
- Work in conjunction with SONC staff to draft best practices of the NC LETR.
- Attend at least three quarterly council meetings in a calendar year, meet deadlines and return messages in a timely manner.
- Display ownership for the NC LETR with responsibility and commitment.
- Supports the mission of the NC LETR program;
- Annually participates in the Final Leg and Summer Games Opening Ceremony.

The following positions should be filled by members of the committee:

**Torch Run State Director** – A law enforcement or corrections officer, active or retired, with at least three years involvement in the NC LETR. Upon announcement of resignation by the Existing Torch Run State Director(s), a new Torch Run State Director will be appointed with input from the Retiring Director(s), SONC President/CEO and NC LETR Vice President of Development. Candidates will be considered from within the Torch Run leadership. In the event a suitable person cannot be found, an interim director can be named until such time a suitable person is identified.

A law enforcement member with three or more years of LETR Council experience will serve a 3-year term selected by the SONC President/CEO and the NC LETR Vice President of Development. An additional 2 year term may be approved by the SONC President/CEO and NC LETR VP of Development if he/she accepts.

New appointments will take place in December.

*Responsibilities include:*

- Preside, manage and establish all agendas for Council Meetings;
- Proposes annual Council goals and objectives;
- Represents the Council at Torch Run events;
- Is the spokesperson for the Council and communicates with the International Law Enforcement Torch Run Council and the SONC President/CEO;
- Establish sub-committees, as necessary, to further the purpose of the NC Law Enforcement Torch Run;
- Actively recruits and mentors potential council members and future Torch Run volunteers;
- Actively communicating with Torch Run Coordinators;
- Actively participates in the Final Leg and Summer Games Opening Ceremony;
- Work with SONC Staff to generate and disseminate communication pieces such as Directors Letters, Torch Run Manuals, Emails to Torch Run Coordinators, etc.;
- Work and take an active role with SONC staff to plan and host NC Torch Run Kickoff Conferences;
- Other duties as assigned by the NC LETR VP of Development

**Torch Run Coordinator** (4-8) – A Torch Run Coordinator acts as a point of contact with the coordinators in their respective agencies throughout the state to promote and support the goals of the NC LETR and serve as recruiters for new agencies in their areas of influence. A Torch Run Coordinator is appointed by the Torch Run State Director(s) and LETR Director of Development. Torch Run Coordinators must have been active in the Torch Run for a minimum of two years. The areas of influence will be appointed by regional areas of the state of North Carolina and Department of Public Safety.

A law enforcement member with 3 or more years of LETR experience who will serve a 3-year term by a majority vote of the State Council. Additional terms will be 2 years and will be voted on by Torch Run State Director(s), LETR Director of Development, NC LETR Manager, and LETR Council Members.

*Responsibilities include:*

- Communicates regularly with Torch Run Director(s) and LETR Staff;
- Maintains contact with coordinators in their assigned region
- Works with the NC LETR Manager and the Relay Torch Run Coordinator on recruiting area relays;
- Actively recruits and mentors potential Torch Run volunteers and department coordinators within their region;
- Helps to increase number of events in region, i.e. T-shirt donations, relay & final leg participants, tip-a-cop events, cop-on-top events, etc., led by department coordinators;
- Works with agency coordinators to maximize media coverage and involvement in the Torch Run in his/her region;
- Actively participates in the Final Leg and Summer Games Opening Ceremony;
- Other duties assigned by the Torch Run Director(s) and/or NC LETR Staff.

**Relay Coordinator** (1) – A relay coordinator acts as a point of contact with the NCLETR Manager and the torch run coordinators in planning the logistics of the agency(s) relay. A relay coordinator is appointed by the Torch Run State Director(s) and LETR Director of Development. Relay coordinators must have been active in the Torch Run for a minimum of two years.

A law enforcement member with 2 or more years of LETR experience who will serve a 3-year term by a majority vote of the State Council. Additional terms will be 2 years and will be voted on by Torch Run State Director(s), LETR Director of Development and LETR Council Members.

*Responsibilities include:*

- Reports to Torch Run State Director(s) and works closely with NC LETR Manager;
- Manage and assist with NC LETR Manager all state LETR Torch Run Relay Leg Leaders;
- Actively recruit Leg Leaders
- Receiving Relay Forms from NC LETR Manager, and communicating with agencies on logistics of relay
- Report on progress, execution and growth to NC Law Enforcement Torch Run Council;

- Understand and have knowledge of safety and risk management aspect of relays.

**Special Olympics Athlete Ambassadors** – Five (5) Special Olympics North Carolina athletes, appointed by the LETR State Director(s), SONC President/CEO and LETR Director of Development. There is a term limit of a minimum of two with a maximum of four years for this position. See Torch Run Manual for Ambassador policies.

**Special Olympics North Carolina Staff** - As determined by the SONC President/CEO, SONC staff serves as liaisons and are members of the council to assist in carrying out the purpose of the NC Law Enforcement Torch Run. Many members of the SONC staff may work with the council on specific projects in their area of expertise; however, the staff members that serve as the main points of contact for the NCLETR are the SONC President/CEO, Director of Development for the NC LETR and the Manager for the NC LETR.

*Responsibilities include:*

- Serve as liaison between the NCLETR and Special Olympics North Carolina;
- Manages the budget for the LETR including revenue/funding.
- Track and disseminate information to the council concerning the state of the NCLETR;
- Provide the council with ideas and information designed to enhance the efforts of the NCLETR in meeting fundraising and recruitment goals;
- Provide resources to complement existing skills and abilities of the NCLETR to achieve the stated purpose;
- Provide the Torch Run State Director and SONC President/CEO with regular reports of NCLETR activities;
- Manages and plans with Torch Run Council Annually Kickoff Conference

**Council Meetings**

The NCLETR Council shall meet quarterly at a time, date and location determined by the Torch Run State Director. While attendance in person is highly preferred and strongly encouraged, attendance by phone is acceptable if members are unable to travel due to other commitments.

Additional meetings, beyond the scheduled quarterly meetings, may be held if the need arises.

**Annual NC LETR Awards**

Each year the council will accept nominations during the first 3 quarterly Council Meetings for the following awards.

1. North Carolina LETR Hall of Fame Award
2. Bill Dalton Unsung Hero Award
3. The Guardian of the Flame Award.

Specifics and applications can be found at [www.sonc.net](http://www.sonc.net) . Nominations will be reviewed by the NC LETR Council at the 4th Quarter Council Meeting. Recipients will be announced at the NC LETR Annual Kickoff Conference and presented.

### **National & International Final Leg Selection**

In the years that a North Carolina Law Enforcement Torch Run participant is eligible for possible selection for a Special Olympic USA or World Games Final Leg. All nominations will be submitted to the Torch Run Director of Development in writing no later the (Date TBD). All nominations will be reviewed by a Selection Committee made up of Torch Run State Director(s) and Special Olympics NC Staff assigned by the Special Olympics NC President/CEO. Applicants must actively participate in the NC LETR both with their agency and state-wide, be a true “Guardian of the Flame” and commit to the mission of HOPE.

### **Vacancies**

In the event of the resignation of a council member, vacancies can be filled by the Torch Run State Director(s). The appointment must be approved by a majority vote of the Council. Upon appointment, the Torch Run State Director or an appointee thereof, is responsible for conducting an orientation prior to the next full meeting of the Council.

### **Removal of Members**

Any council member may be removed from his/her position by the SONC President/CEO or the Torch Run State Director(s). A member may be removed if he/she violates the NC LETR Code of Ethics; performs actions that negatively reflect upon or are deemed detrimental to Special Olympics North Carolina; fails to abide by the SOI General Rules, SONC Operating Policies, the NCLETR Council Operating Procedures; or is no longer actively engaged in the mission of the NC LETR Council.